

How to Apply for an Arizona Death Certificate

How to apply

- 1) In person – The Office of Vital Registration is located at 3221 N. 16th St., Ste 100 in Phoenix, AZ 85016. The hours of operation are 8:00 am to 4:30 pm Monday-Friday. You may obtain certified copies of death certificates that occurred in Maricopa County 30 to 45 days from the date of the event from the Maricopa County Office of Vital Registration. You must bring with you a valid government issued picture identification, which includes signature, such as a driver's license. Proof of relationship and/or documentation to prove legal interest is required, if applicable. (see Eligibility and Requirements)
- 2) By Mail – You may request a death certificate by mailing your request with your notarized signature or include a copy of your valid government issued picture identification, which includes signature. Indicate your relationship to the registrant. Please provide proof of relationship or proof of legal interest with supporting documentation (see Eligibility and Requirements listed below) and payment of \$10.00 per copy. Mail your request to Maricopa County Office of Vital Registration, P.O. Box 2111, Phoenix, AZ 85001.

Who Can Apply for a Death Certificate? (Eligibility & Requirements)

- 1) The surviving spouse or other adult members of the deceased person's immediate family (mother, father, sister, brother or adult child).
- 2) Family member – means: A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin. The natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt or uncle or first or second cousin of the person's spouse or the decedent
 - a. Mother – must provide valid government issued picture identification, which includes signature.
 - b. Father – must be listed on the record as the father or must prove legal interest and provide valid government issued picture identification which includes signature.
 - c. Spouse – a copy of the marriage certificate is required, a photo copy of the

spouse's picture identification, which includes signature.

- d. Sister, Brother, or Adult Child – must provide proof of relationship by providing a copy of his/her birth certificate listing one of the same parents, along with his/her valid government issued picture identification, which includes signature.
 - e. Grandparent – must provide proof of relationship such as the birth certificate of the registrant's parent.
 - f. Grandchild, Aunt, Uncle, First or Second Cousin – must provide proof of relationship with copies of birth or death records and/or marriage license to establish a direct line to the registrant.
- 3) Guardian – one who has legal custody or control of a minor child. Guardian must provide a certified copy of the court order establishing guardianship and legal custody.
 - 4) Attorney – must represent an immediate family member, and: provide a notarized letter on letterhead signed by the attorney. Provide bar number indicating reason for the request and whom they represent. Provide supporting documentation with the fee.
 - 5) City, County, State or Federal Government agency needing proof of death for official purposes.
 - 6) Genealogy – a family member or relative of the registrant engaged in research for genealogical purposes who provides proof of relationship to the registrant.
 - 7) An attorney, funeral director or other person acting directly for them. (A Funeral Director may only apply on behalf of a family member as defined above.)
 - 8) An insurance company, bank or hospital with which the deceased maintained business relations and which requires a certified copy of a death certificate for business purposes.
 - 9) A government or private agency or individual engaged in research for medical or scientific purposes.
 - 10) Any other applicant who provides a signed authorization to release the copy to the applicant from the surviving spouse or other adult member of the deceased's immediate family.

Only persons 18 years of age or older may obtain a certified copy of a death certificate.

Maricopa County Office of Vital Registration has death records **ONLY** for recent deaths that occurred in Maricopa County. Please note that once the Office of

Vital Registration receives an error free original death record that is ready to be registered from a funeral director/responsible party, the Office of Vital Registration will issue certified copies within one week. If you need a certified copy of a death certificate beyond 30 to 45 days from the date of the event, you must contact the Arizona Office of Vital Records.

Corrections to a Death Certificate

Corrections to a death certificate, other than corrections to medical information, may be requested by the **informant** or any **immediate family member**. The informant is the person listed on the death certificate as having provided all of the personal information to whoever prepared the death certificate. The informant or immediate family member (proof of relationship required) requesting a correction must provide factual evidentiary documentation and complete a sworn affidavit to correct. The cost for a correction is \$23.00, which includes one certified copy of the amended record. Each additional certificate is \$10.00.

If the correction involves an error that was made by the mortuary, the mortuary is responsible for a letter of correction and the \$23.00 correction fee is waived. The Office of Vital Registration will issue certified copies five to seven days from receipt of a letter of correction and application.

ALL DOCUMENTS PROVIDED MUST BE ORIGINALS

DEATH CERTIFICATE FEE

\$10.00

CORRECTION FEE

\$23.00

VALID GOVERNMENT ISSUED PICTURE I.D. IS REQUIRED WITH ALL REQUESTS

**SEND MAIL REQUESTS TO:
OFFICE OF VITAL REGISTRATION
PO BOX 2111
PHOENIX, AZ 85001**



MARICOPA COUNTY
OFFICE OF VITAL REGISTRATION
3221 N. 16th ST., #100
PHOENIX, AZ 85016

8:00 AM - 4:30 PM
TEL (602) 506-6805

HOW TO APPLY FOR A DEATH
CERTIFICATE.....